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Dear RtI/Title I Teachers,

Welcome Back!!

Hope your summer was relaxing and enjoyable.

All required RtI/Title I Program forms are available on the Millville District web site at mps.millvillenj.gov/Page/892. You are **required** to use the online documents to communicate with us via e-mail. Please use the 2016-17 forms and return them as an attachment to Christi Finney at Culver Center.

Please note the following requirements:

1. **Master Log Needs Assessment:** Please find a blank class log on the district website. They are to be completed and saved in your documents folder and sent via email by **Tuesday, October 11, 2016**. Please collaborate with all RtI/basic skills teachers in your building so that only one master log is submitted per grade-level in grades K through 12.
2. **Entrance/Exit and Transfer Forms:** It is **imperative** that these be turned in after **each benchmark** administration. We **must** know when a student enters or exits the program and the reason why. This includes submitting an exit form as soon as a child is classified or transfers. **Only** the **curriculum office** will enter or exit students from the log. An updated log will be returned to you after all changes are made.
3. **Program Schedules:** Schedules are due by **October 11, 2016**. All teachers are to use the **Weekly Schedule** form. Please list subject, student's names, and classroom teacher's name under each group heading.
4. **Parent Notification Form:** **All students** who qualify for Basic Skills/RtI, services must be given a parent notification form. Signed forms are due by **October 24, 2016**. Please remember to collect signed forms for students entering throughout the school year.

5. **Parent-Student-School Compact:** Signed compacts are now schoolwide forms. You are no longer responsible for maintaining them.
6. **Lesson Plans:** Please refer to your building representatives on the OnCourse Lesson Plan template for basic skills (OnCourse is located on the District website).
 - A. Lesson plans must reflect the intervention strategy delivered and corresponding common core standards.
 - B. Lesson plans will be on line and available for review by the building principal.

Please call Christi Finney @ extension 6027 if you need assistance with any of the RtI/Basic Skills forms.

Sincerely,

Margarita Sanchez-Colina
Basic Skills/Title I Supervisor

MSC/cf